



Direct Loan Processing and Reports

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US Department of Education



Agenda

- What's New for 2008-2009
- Direct Loan Processing and Reports
 - MPN
 - Origination
 - Disbursement
 - Reconciliation/Closeout

Loan Limit Changes



Grade Level	Subsidized Annual Limit	Total Subsidized/Unsubsidized Annual Limit	Additional Unsubsidized Annual Limit
0, 1	3,500	5,500	9,500
2	4,500	6,500	10,500
3	5,500	7,500	12,500

- Effective for Loans first disbursed on or after July 1, 2008
- Total Subsidized/Unsubsidized Annual Limit applies to Dependent Students
 - Excluding students whose parents cannot borrow PLUS
- Additional Unsubsidized Annual Limit applies to Independent Students and dependent students whose parents cannot borrow PLUS



New for 08/09

- Maximum Loan Period
 - 12 month restriction eliminated
 - Allows for loan certification period to reflect full AY if greater than 12 months
 - Effective October 1, 2007



New for 08/09

- Late Disbursement Time frame
 - Extended to 180 days after determination that student is ineligible
 - No more late, late disbursements – cannot request additional time after 180 days



New for 08/09

- DLB 07-20: New PLUS MPN (and 08-14)
- DLB 08-03: Accepted MPN before disbursement
- DLB 08-05: 2.0% Origination Fee
- DLB 08-07: Revised PLD for PLUS
- DLB 08-09: New materials and resources



New for 08/09

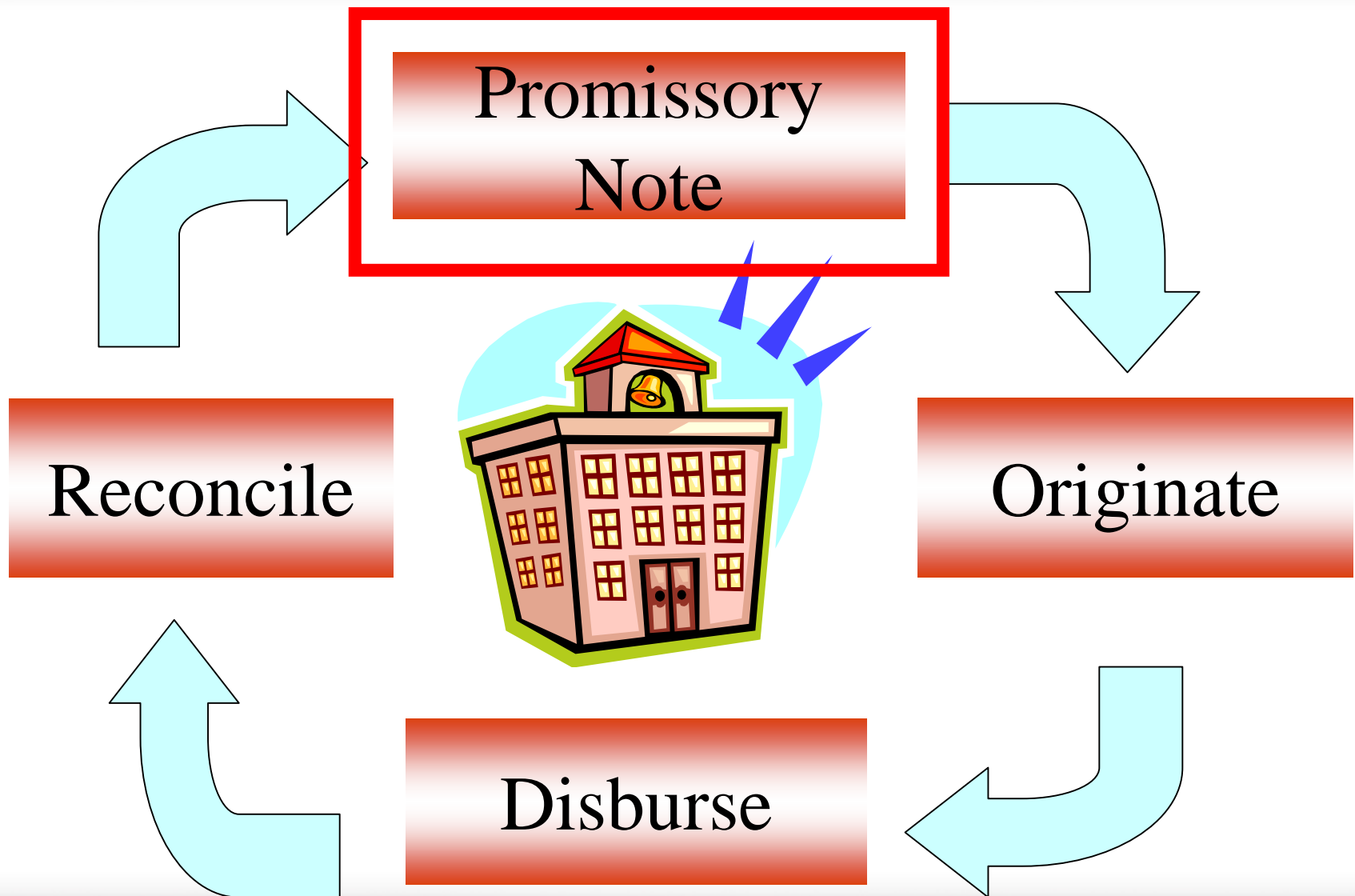
- DLB 08-13: Entrance Counseling Grad PLUS
- DLB 08-15: Revised Sub/Unsub MPN
- DLB 08-16: Loan Limit Increase
- DLB 08-17: Recap of Operational Guidance
- DLB 08-20: Counseling Type Indicator



Agenda

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 - Origination
 - Disbursement
 - Reconciliation/Closeout

Direct Loan Processing Cycle





Direct Loans MASTER PROMISSORY NOTE

WILLIAM D. FORD FEDERAL DIRECT LOAN PROGRAM

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About the MPN

What You
Need

What to
Expect

MPN for
Student Loans
or Parent PLUS
Loans
Find out here

Complete New
MPN for Student
Loans

Complete New
MPN for Parent
PLUS Loans

Retrieve MPN

Login to
eMPN online
(for schools
only)



This web site is for completing a Direct Loan Program electronic Master Promissory Note (MPN) for student Subsidized, Unsubsidized and/or Graduate PLUS loans that you take out to pay for your own education, or for parent PLUS loans that you take out to pay for your child's education. If you do not want to complete the MPN electronically, you may complete it using the paper process. If you would like to complete a paper MPN, please contact the school's financial aid office.

You will be required to use your U.S. Department of Education issued PIN to complete an electronic MPN. For additional information or to ask general PIN questions, you can visit the official [PIN site](#) or access the [PIN customer service](#) web page.

PLEASE NOTE: Before you continue, you should turn off any pop-up blockers in your browser.

[Complete New MPN for Student Loans](#)

[Complete New MPN for Parent PLUS Loans](#)



US Department of
Education



eMPN Web Site Options

- Set up your school options
- Search for electronic promissory notes
- Change your password

[FAQs](#)[SITE ASSISTANCE](#)[CONTACT Us](#)[PRIVACY POLICY](#)[ADDITIONAL RESOURCES](#)

SCHOOL PROFILE BUILDER

Please select Update button to save changes to your school profile.

EMPN Participation ? : ☒ Y ☐ N

LOR Required: ☐ Y ☒ N

Message:

School Name: OHIO STATE UNIVERSITY

Update

Cancel





Direct Loan Origination - Master Promissory Note Selection - Microsoft Internet Explorer

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FAQs SITE ASSISTANCE CONTACT Us PRIVACY POLICY ADDITIONAL RESOURCES

MASTER PROMISSORY NOTE SELECTION

Search by:

SSN:

and Date of Birth: (MMDDCCYY)

OR Begin Date: (MMDDCCYY)

and End Date: (MMDDCCYY)

eMPN search



eMPN date range search results

MASTER PROMISSORY NOTE REVIEW

Begin Date: 07/20/2007

End Date: 07/23/2007

Master PNote Detail

Name	SSN	Date of Birth	Loan Year	Date of MPN	Type	View PNote
			08	07/20/2007	PLUS	View
			08	07/20/2007	Stafford	View
			08	07/20/2007	Stafford	View
			08	07/20/2007	PLUS	View
			08	07/20/2007	Stafford	View
			08	07/20/2007	PLUS	View
			08	07/20/2007	Stafford	View
			08	07/20/2007	Stafford	View
			08	07/20/2007	PLUS	View
			08	07/20/2007	PLUS	View
			08	07/20/2007	Stafford	View
			08	07/20/2007	Stafford	View
			08	07/20/2007	Stafford	View
			08	07/20/2007	Stafford	View
			08	07/20/2007	Stafford	View
			08	07/20/2007	Stafford	View
			08	07/20/2007	Stafford	View
			08	07/20/2007	Stafford	View
			08	07/20/2007	Stafford	View
			08	07/20/2007	Stafford	View
			08	07/20/2007	Stafford	View
			08	07/20/2007	Stafford	View
			08	07/20/2007	PLUS	View
			08	07/20/2007	Stafford	View
			08	07/20/2007	PLUS	View
			08	07/20/2007	Stafford	View
			08	07/20/2007	Stafford	View
			08	07/20/2007	Stafford	View
			08	07/20/2007	Stafford	View
			08	07/20/2007	Stafford	View
			08	07/20/2007	Stafford	View

Jane






COD – Person menu

- Person
 - Promissory note searches
 - Perform credit checks and do credit check searches
 - View and update direct loan origination and disbursement data

Person: Promissory note search



U.S. DEPARTMENT OF EDUCATION
COMMON ORIGATION & DISBURSEMENT



PersonSchoolBatchAwardServicesUserProgram

▶ Person Search

▼ Pnote Search

▶ Credit Check Search

▶ Archived Prog Year

▶ Applicant Search

Pnote Search

SSN

MPN ID

[? HELP](#)

PersonSchoolBatchAwardServicesUserProgram

▶ Person Search

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▶ Credit Check Search

▶ Archived Prog Year

▶ Applicant Search

Promissory Note Search Results

[? HELP](#)

Records 1 to 3 of 3

SSN	Name	MPN ID	DOB	MPN/LINK STATUS
		:M07G04882001		Accepted / Linked
		:N04G03210001		Accepted / Linked
		:N08G04882001		Accepted / Linked

Records 1 to 3 of 3

Jul 23 2007 15:17

Jul 23 2007 15:27 EDT

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Person: Promissory note with linked awards



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COMMON ORIGATION & DISBURSEMENT



Person School Batch Award Services User Program

- ▶ Person Search
- ▼ Pnote Search
- ▶ Credit Check Search
- ▶ Archived Prog Year
- ▶ Applicant Search

Return to: [Promissory Note Search Results](#)

Award Promissory Notes

[HELP](#)

Details

MPN ID	2M07G04882001	MPN Received Date	08/17/2006
MPN Status	Accepted	MPN Expiration Date	08/14/2016
Type	Electronic	MPN Last Updated Date	08/17/2006
# linked awards	6	MPN Close Date	

Linked Awards

Program	School Name	Award Year	Award ID
DIRECT LOAN/SUBSIDIZED	OREGON HEALTH & SCIENCE UNIVERSITY ⓘ	'07-'08	!S08G04882001
DIRECT LOAN/SUBSIDIZED	OREGON HEALTH & SCIENCE UNIVERSITY ⓘ	'07-'08	!S08G04882002
DIRECT LOAN/SUBSIDIZED	OREGON HEALTH & SCIENCE UNIVERSITY ⓘ	'06-'07	!S07G04882001
DIRECT LOAN/UNSUBSIDIZED	OREGON HEALTH & SCIENCE UNIVERSITY ⓘ	'07-'08	!U08G04882001
DIRECT LOAN/UNSUBSIDIZED	OREGON HEALTH & SCIENCE UNIVERSITY ⓘ	'07-'08	!U08G04882002
DIRECT LOAN/UNSUBSIDIZED	OREGON HEALTH & SCIENCE UNIVERSITY ⓘ	'06-'07	!U07G04882001



Person: Pending/unlinked



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▼ Pnote Search

► Credit Check Search

► Archived Prog Year

► Applicant Search

Promissory Note Search Results

? HELP

Records 1 to 4 of 4

SSN	Name	MPN ID	DOB	MPN/LINK STATUS
-----	------	--------	-----	-----------------



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Return to: [Promissory Note Search Results](#)

Award Promissory Notes

? HELP



Details

MPN ID	M08G01370001	MPN Received Date	07/19/2007
MPN Status	Pending	MPN Expiration Date	07/18/2008
Type	Electronic	MPN Last Updated Date	
# linked awards	0	MPN Close Date	
Hold reason			
Student SSN		Student Date of Birth	
Student Name Identifier	MA		



Person: Credit check search



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▶ Pnote Search

▶ **Credit Check Search**

▶ Archived Prog Year

▶ Applicant Search

Credit Check Information

[? HELP](#)

Credit Check Decision

SSN

Name

Date of Birth

Request Date

07/12/2007

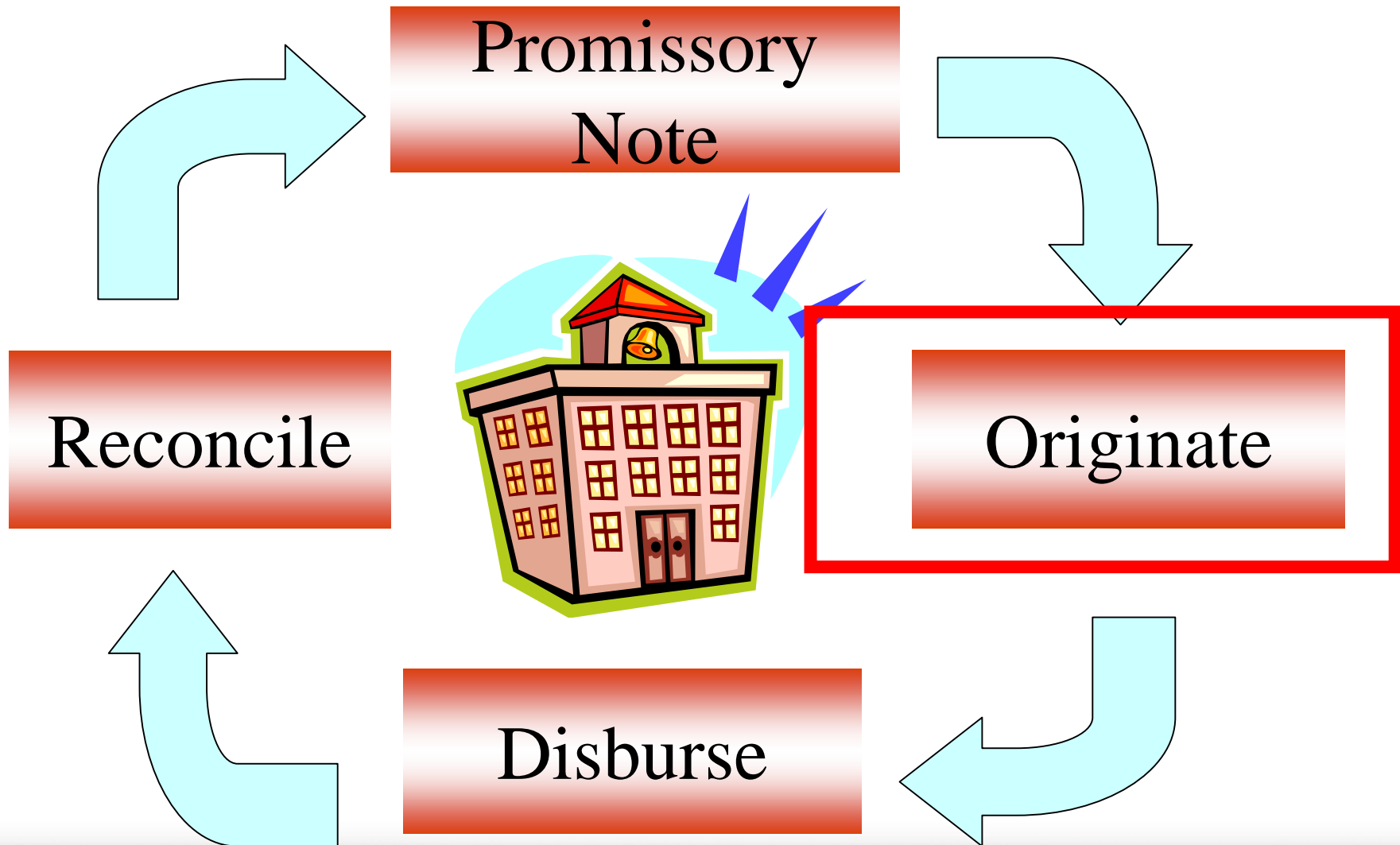
Original Decision

Declined

Decision Date

07/12/2007

Direct Loan Processing Cycle





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▼ Person Search

► Note Search

► Credit Check Search

► Applicant Search

Person Search

? HELP

Use this screen to search for individuals. The information consists of student and borrower demographics along with details about the awards they hold. Please enter a Social Security Number or Name.

SSN	<input type="text"/>			OR
Name	Last	First	MI	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	
	<input type="button" value="SEARCH"/>			

- Please enter full SSN for SSN search. (No dashes)
- You may enter up to nine characters of the last name and up to five characters of the first name.
- If you enter a **partial** name the search may take longer to display the results.
- If you enter a valid SSN, the Person Detail page will appear allowing you to view information an individual and their associated awards.
- If you enter a valid name, the Person Detail page will appear allowing you to view information about the person and their associated awards.

Person: Direct Loan Information ■



Person: Direct Loan information



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COMMON ORIGATION & DISBURSEMENT



Person School Batch Award Services User Program

Person Search

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Memo
DL Additional Eligibility

Note Search

Credit Check Search

Archived Prog Year

Applicant Search

Return to: [School List](#) -> [Batch List](#) -> [Batch Detail](#) -> [Person Detail](#)

Person Direct Loan Information

[HELP](#)

Award Year

ALL
'07-'08
'06-'07
'03-'04

Loan Summary

Attending School	Person Type	Award ID	Award Amount Approved	Award Amount Disbursed	Grade Level	Type
Year '07-'08						
UNIVERSITY OF GEORGIA ⓘ	Student	S08G01598001	\$4,500.00	\$0.00	2	DLSUB
UNIVERSITY OF GEORGIA ⓘ	Student	IP08G01598001	\$3,000.00	\$0.00	2	DLPLUS
Total for Grade Level 2:			\$7,500.00	\$0.00		
Total for '07-'08:			\$7,500.00	\$0.00		
Year '06-'07						
UNIVERSITY OF GEORGIA ⓘ	Student	S07G01598001	\$673.00	\$673.00	0	DLSUB
UNIVERSITY OF GEORGIA ⓘ	Student	U07G01598001	\$1,952.00	\$1,952.00	0	DLUNSUB
UNIVERSITY OF GEORGIA ⓘ	Student	IP07G01598001	\$19,707.00	\$19,707.00	0	DLPLUS
Total for Grade Level 0:			\$22,332.00	\$22,332.00		
Total for '06-'07:			\$22,332.00	\$22,332.00		



Person Award Detail Information



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Person School Batch **Award** Services User Program

► **Award Search**

▼ **Award Information**

Detail
Disbursements
Promissory Notes

Return to: [Promissory Note Search Results](#) -> [Promissory Note Detail](#) -> [Person Detail](#)
-> [Direct Loan Awards](#)

Award Detail Information

[? HELP](#)

Barbara Davis School of My Choice
123456789 123456789S07G01234001
01/01/54 '06-'07

Award Information	
Award ID	123456789S07G01234001
Award Amount Approved	\$4,500.00
Award Amount Disbursed	\$4,500.00
Award Start Date	09/28/2006
Award End Date	06/06/2007
Grade Level	3rd year undergraduate/junior
CPS Transaction Number	03
Disclosure Print Indicator	COD Prints (Sends to Borrower)
Disclosure Print Date	12/22/2006
Pnote Print Indicator	COD Prints (Sends to Borrower)
Booked Date	09/18/2006
Dependency Status	Dependent
Loan Fee Percentage	3.0%
Academic Start Date	09/28/2006
Academic End Date	06/06/2007
Interest Rebate Percentage	1.5%
Less than Full-time Flag	
Loan Default / Grant Overpay	N
School Use Only	

COD: Services menu



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▼ COD Reports

► **Direct Loan Servicing**

COD Reports

? **HELP**

Below is a link to COD Reports.

Selecting a link will open a separate browser window. When you have finished viewing the information associated with the chosen link, simply close the browser window.

<https://codreports.cod.ed.gov>



Direct Loan newsbox



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[Search Options](#)

Search results:

[View results in right frame](#)

[91079408-DL](#)

[91079408-PL](#)

[30 DAY WARNING 2004-2005](#)

Modified: Monday, February 06, 2006 15:02:41

[Actions](#)

[30 DAY WARNING 2006-2007](#)

Modified: Monday, July 09, 2007 20:05:37

[Actions](#)

[DUPLICATE STUDENT BORROWER](#)

Modified: Monday, July 09, 2007 21:01:48

[Actions](#)

[FUNDED DISBURSEMENT LIST \(CSV\) 2003-2004](#)

Modified: Friday, December 22, 2006 01:20:28

[Actions](#)

[FUNDED DISBURSEMENT LIST \(CSV\) 2005-2006](#)

Modified: Friday, December 22, 2006 01:20:30

[Actions](#)

[FUNDED DISBURSEMENT LIST 2003-2004](#)

Modified: Friday, December 22, 2006 01:20:33

[Actions](#)

[FUNDED DISBURSEMENT LIST 2005-2006](#)

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[Actions](#)

[INACTIVE LOANS](#)

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[MPNS DUE TO EXPIRE REPORT](#)

Modified: Monday, July 09, 2007 22:43:47

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[30 DAY WARNING 2005-2006](#)

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[FUNDED DISBURSEMENT LIST \(CSV\) 2004-2005](#)

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[FUNDED DISBURSEMENT LIST \(CSV\) 2006-2007](#)

Modified: Friday, December 22, 2006 01:20:32

[Actions](#)

[FUNDED DISBURSEMENT LIST 2004-2005](#)

Modified: Friday, December 22, 2006 01:20:34

[Actions](#)

[FUNDED DISBURSEMENT LIST 2006-2007](#)

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[PENDING DISBURSEMENT LIST 2004-2005](#)

Modified: Sunday, November 12, 2006 15:40:47

[Actions](#)

[PENDING DISBURSEMENT LIST 2006-2007](#)

Modified: Sunday, July 15, 2007 22:51:24



30 Day Warning Report

REPORT ID:
RUN DATE: 03/02/2008

U.S. DEPARTMENT OF EDUCATION
FEDERAL DIRECT LOAN PROGRAM
30 DAY WARNING REPORT
AWARD YEAR: 2007-2008
FOR THE PERIOD ENDING 02/29/2008

PAGE 1 OF 5
RUN TIME: 11:55PM

* THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT *

SCHOOL CODE: G01313
SCHOOL NAME:
ADDRESS: ONE
DAVIS, CA 95616-8558

Loans Pending Booking Section:

LOAN TYPE	LOAN ID	BORROWER NAME	DATE RCVD	LOAN	PROM	DISB
P	P08G01313001		01/24/2008		Y	Y
P	P08G01313001		01/24/2008		Y	Y
P	P08G01313001		01/28/2008		Y	Y
P	P08G01313001		11/27/2007		Y	Y
P	P08G01313001		11/28/2007		Y	Y
P	P08G01313001		01/15/2008		N	Y
P	P08G01313001		01/18/2008		Y	Y
P	P08G01313001		01/24/2008		Y	Y
P	P08G01313001		10/18/2007		N	Y
P	P08G01313001		01/10/2008		N	Y

TOTAL NUMBER PLUS			10			

S	S08G01313001		12/21/2007	OK	Y	Y
S	S08G01313001		12/07/2007	OK	Y	Y
S	S08G01313002		01/22/2008	OK	N	Y

Promissory Notes Without Origination Records Section:

PROMISSORY NOTE ID	DATE RECEIVED	NOTE AMOUNT
N08G01313001	01/30/2008	
M08G01313001	01/31/2008	
N08G01313001	01/31/2008	
M08G01313004	02/01/2008	
M08G01313001	02/03/2008	

Inactive Loans



T
RUN DATE: 08/20/2007
RUN TIME: 04:34PM

U.S. DEPARTMENT OF EDUCATION
~~FEDERAL DIRECT LOAN PROGRAM~~
INACTIVE LOANS REPORT
~~AWARD YEAR: 2007-2008~~

PAGE 1

REPORTING PERIOD: 2007-07-01 - 2007-07-31

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

SCHOOL NAME: SAMPLE COMMUNITY COLLEGE
ADDRESS: 100 NORTH 40TH STREET
PHOENIX, AZ 85034-1795

SCHOOL CODE: G08303

LOAN TYPE	LOAN ID	BORROWER NAME	INACTIVE DATE
S	100017013S08G08303001	CREWS, JOHN M	07/31/2007
S	100013828S08G08303001	JOHNSON, THOMAS P	07/31/2007

TOTAL NUMBER OF INACTIVE DIRECT SUBSIDIZED LOANS FOR PERIOD: 2

U	100019365U08G08303001	MILLER, JOEL J	07/31/2007
U	100014333U08G08303001	RUMSFELD, MICHAEL F	07/31/2007
U	100018722U08G08303001	WALKER, PETER I	07/31/2007

TOTAL NUMBER OF INACTIVE DIRECT UNSUBSIDIZED LOANS FOR PERIOD: 3

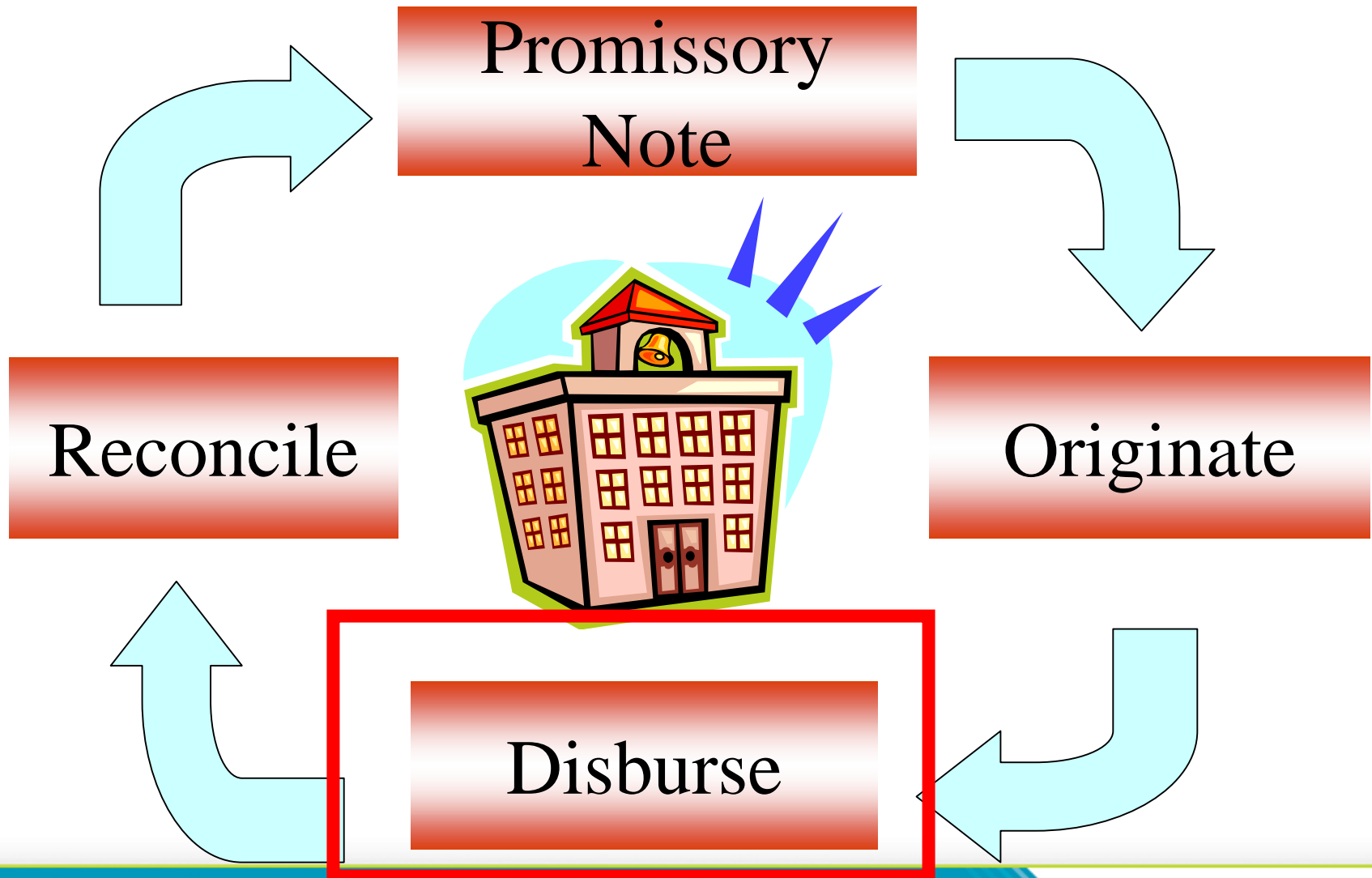
P	100111365P08G08303001	FORD, KRISTEN J	07/31/2007
P	100111333P08G08303001	KENDRICK, LORI F	07/31/2007

TOTAL NUMBER OF INACTIVE PLUS LOANS: 2

GRAND TOTAL: 7



Direct Loan Processing Cycle





Person/Award: Disbursements



U.S. DEPARTMENT OF EDUCATION
COMMON ORIGATION & DISBURSEMENT



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▼ Award Information

Detail

Disbursements

Promissory Notes

Return to: [Person Detail](#) -> [Direct Loan Awards](#) -> [Award Detail](#)

Award Disbursements Information

? HELP

Please click on the Disbursement number to view Disbursement Detail.

Totals for Actual Disbursements

Gross: \$5,500.00 Origination Fee: (\$164.00) Rebate: \$82.00 Net Award: \$5,418.00

Totals for Pending Disbursements

Gross: \$0.00 Origination Fee: \$0.00 Rebate: \$0.00 Net Award: \$0.00

Disbursements

No.	Disb. Date	Gross	Orig. Fee	Rebate	Net Award	Status
1	08/31/2006	\$2,750.00	(\$82.00)	\$41.00	\$2,709.00	Disbursed
2	01/01/2007	\$2,750.00	(\$82.00)	\$41.00	\$2,709.00	Disbursed

Jul 19 2007 14:39 EDT

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Person/Award:Disbursement detail



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Disbursement Information

[HELP](#)



Disbursement 2

Disbursement Information

Award ID	:8S07G03827001
Award Disbursement Date	01/01/2007
Award Amount	\$5,500.00
Award Disbursement Gross	\$2,750.00
Origination Fee	(\$82.00)
Disbursement Rebate	\$41.00
Net Award	\$2,709.00
Sequence Number	1
Status	Disbursed
Date Disbursed	01/01/2007
Date Processed	01/02/2007
Confirmation Flag	
First Disbursement Flag	No

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Person/Award:Disbursement history



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[Disbursement Detail](#)

Disbursement History Information

? HELP

Disbursement 1

Actual History

Sequence #	Description	Action Date	Gross	Fee	Rebate	Net	Disbursement Date	Response Date	Booked Date
1	SUBSTANTIATED DISBURSEMNT	07/12/2007	\$4,249.00	(\$106.00)	\$64.00	\$4,207.00	07/12/2007	07/12/2007	07/12/2007
2	SUB DISB CREDIT ADJ	07/18/2007	(\$4,228.00)	\$106.00	(\$64.00)	(\$4,186.00)	07/12/2007	07/18/2007	07/18/2007
3	SUB DISB CREDIT ADJ	07/18/2007	(\$21.00)	\$0.00	\$0.00	(\$21.00)	07/12/2007	07/18/2007	07/18/2007



Funded Disbursement Listing



RUN DATE: 10/11/2007		U.S. DEPARTMENT OF EDUCATION				PAGE 1 OF 1	
RUN TIME: 03:14 PM		FEDERAL DIRECT LOAN PROGRAM					
		FUNDED DISBURSEMENT LISTING REPORT					
		FOR LOANS TO BE FUNDED BY 10/10/2007					
		FOR AWARD YEAR: 2007-2008					
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT							
RID: 123456						SCHOOL CODE: G46295	
SCHOOL NAME: LINCOLN SCHOOL OF COMMERCE							
ADDRESS: 123 OAKLANE							
PUEBLO, CO 87652-1234							
FIRST NAME	LOAN TYPE	DISB	DISB	GROSS	FEE	REBATE	NET
LAST NAME	SSN	NUM	SEQ	AMT	AMT	AMT	AMT
LOAN ID	DISB DATE		NO.				
PREVIOUS DOWNWARD DISBURSEMENT ADJUSTMENTS NOT YET APPLIED:							0.00
JAMES P	S	02	01	\$4,250.00	(127.00)	64.00	4,187.00
BUCHANAN	123456789						
	2007-10-01						
123456789S08G12345001							
TOTAL NET AMOUNT:							4,187.00
RYAN	S	01	02	(\$1,313.00)	39.00	(20.00)	(1,294.00)
JONES	123456789						
	2007-08-19						
123456789S08G12345001							
TOTAL NET AMOUNT:							(1,294.00)
RFND:							1,294.00
SCHOOL TOTAL DAILY NET AMOUNT:							4,187.00
PYMT:							4,187.00

What – Funded disbursements for that day

When – Daily, as needed

Where – SAIG or COD Web

Why – Identify disbursements used in funding calculation



Pending Disbursement Listing

RUN DATE: 02/26/2008 U.S. DEPARTMENT OF EDUCATION PAGE 1
 RUN TIME: 09:07AM FEDERAL DIRECT LOAN PROGRAM

PENDING DISBURSEMENT LISTING REPORT
 AWARD YEAR: 2007-2008
 REPORTING PERIOD: 2/23/08

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

SCHOOL NAME: Sample University SCHOOL CODE: G01001
 ADDRESS: 11661 Cusack Avenue
 San Diego, CA 92131

STUDENT NAME	DISB DATE	DISB NO	SOC SEC NO	GROSS AMT	LOAN TYPE	ORIG FEE	LOAN ID	REBATE AMT	NET AMT
Aaron K Spells	1/13/08	2	123456789	2750.00	S	82.00	123456789S08G01000101	41.00	2709.00
TOTAL NET AMOUNT:									2709.00
1/13/08	2	885.00	U	26.00	123456789U08G01000101	13.00	872.00		
TOTAL NET AMOUNT:									872.00
Allison J Brown	9/23/07	2	111222333	2500.00	S	75.00	111222333S08G01000101	38.00	2463.00
TOTAL NET AMOUNT:									2463.00
Carrie L Kent	1/09/08	2	999888777	3251.00	P	130.00	999888777P08G01000101	49.00	3170.00
TOTAL NET AMOUNT:									3170.00
1/09/08	2	2750.00	U	82.00	999888777U08G01000101	41.00	2709.00		
TOTAL NET AMOUNT:									2709.00
Marcus N Harvey	8/16/07	1	123123123	2264.00	P	90.00	123123123P08G01000101	34.00	2208.00
1/13/08	2	2263.00	90.00	34.00	2207.00				
TOTAL NET AMOUNT:									4415.00
SCHOOL TOTAL NET AMOUNT:									16338.00

- What – Pending disbursements for that period
- When – Weekly
- Where – SAIG or COD Web
- Why – Identify disbursements to be used in funding calculations



U.S. DEPARTMENT OF EDUCATION
COMMON ORIGATION & DISBURSEMENT



Person

School

Batch

Award

Services

User

Program

► **COD Reports**

▼ **Direct Loan Servicing**

Direct Loan Servicing

HELP

Below is a link to the Direct Loan Servicing Web site.

Select the link to open the Direct Loan Servicing Web site.

DLSS SSO 1-888-877-7658 <https://schools.dlssonline.com/schools/school/logincod.do>

[Logout](#)



START HERE
GO FURTHER
FEDERAL STUDENT AID™

Financial Aid Professionals

Home

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Student Account Lookup

School Reports

Web Site Help

General Information

Contact Us

Versión en español

School Reports

- [Entrance Counseling](#)
- [Exit Counseling](#)
- [Delinquency Reports](#)
- [Portfolio Reports](#)

[Logout](#)**Financial Aid Professionals**

START HERE
GO FURTHER
FEDERAL STUDENT AID™

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School Campus code: G03798

Entrance Counseling



Entrance Counseling By Date

Owner: Administrator**Modified:** 10/1/04 11:46:36 AM

The Entrance Counseling by Date report enables Financial Aid Officers / other authorized school staff to search within a given date range and view a listing of students that have completed Online Entrance Counseling while attending their institution.

[Export](#) [PDF](#)

Entrance Counseling By SSN

Owner: Administrator**Modified:** 10/1/04 11:46:54 AM

The Entrance Counseling by SSN report enables Financial Aid Officers or other authorized school staff to search by SSN and determine whether a given borrower has completed Online Entrance Counseling.

[Export](#) [PDF](#)

- Choose by main campus or branch
- Select date range/or predefined date range

[Logout](#)

Financial Aid Professionals



START HERE
GO FURTHER
FEDERAL STUDENT AID™

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School Campus code: G03798

Exit Counseling



Detailed Exit Counseling by Date

Owner: Administrator**Modified:** 9/23/04 8:30:41 AM

The Detailed Exit Counseling by Date report enables Financial Aid Officers or other authorized school staff to search within a given date range and view details of students that have completed Online Exit Counseling while attending their institution.

[Export](#) [PDF](#)

Exit Counseling by Date

Owner: Administrator**Modified:** 9/20/04 9:47:30 AM

The Exit Counseling by Date report enables Financial Aid Officers or other authorized school staff to search within a given date range and view a listing of students that have completed Online Exit Counseling while attending their institution.

[Export](#) [PDF](#)

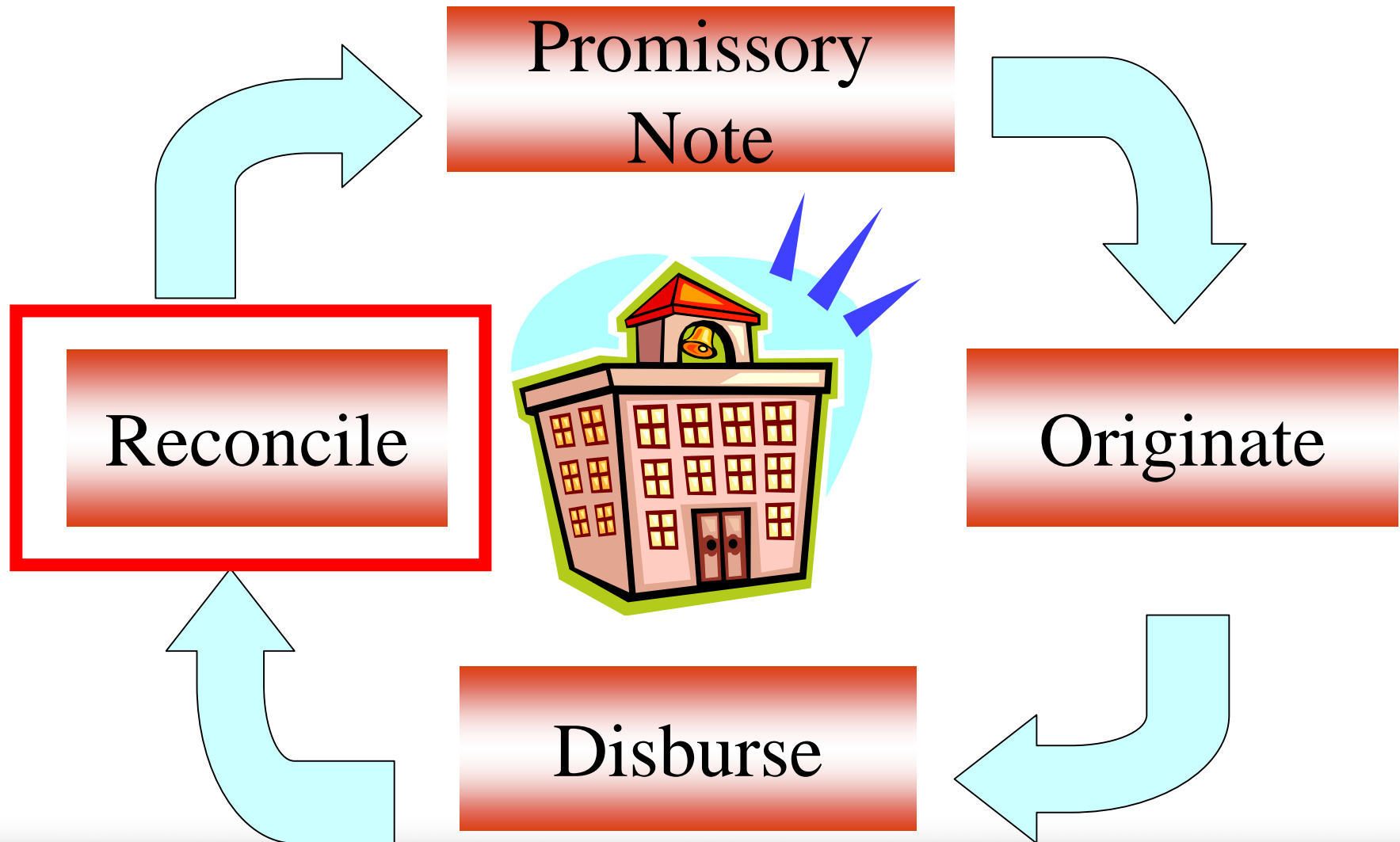
Exit Counseling by SSN

Owner: Administrator**Modified:** 9/20/04 9:47:31 AM

The Exit Counseling by SSN report enables Financial Aid Officers or other authorized school staff to search by SSN and determine whether a given borrower has completed Online Exit Counseling.

[Export](#) [PDF](#)

Direct Loan Processing Cycle



COD: School menu



U.S. DEPARTMENT OF EDUCATION
COMMON ORIGATION & DISBURSEMENT



Person **School** **Batch** **Award** **Services** **User** **Program**

► **School Search**

▼ **School Information**

School Summary
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Report Selection

School Summary Information

? **HELP**

Enter the default selections here for Program and Award Year:

Default Program

DIRECT LOAN

Default Award Year

'07-'08

Contacts			Summary	
Type	Name	Phone	Award Year	
Direct Loan Financial Aid Officer			'07-'08	
Pell Financial Aid Officer			Program	DIRECT LOAN
FINANCIAL AID ADMINISTRATOR			Cash > Accepted & Posted Disbursements & older than 30 days	\$0.00
			% of Cash > Accepted & Posted Disbursements	8.4866%
			Cash > Accepted & Posted Disbursements	\$1,158,506.00
			Current CFL	\$63,882,431.00

School: Cash activity

COD Online - Microsoft Internet Explorer

File Edit View Favorites Tools Help



U.S. DEPARTMENT OF EDUCATION
COMMON ORIGATION & DISBURSEMENT



Person School Batch Award Services User Program

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- Correspondence
- Report Selection

Cash Activity

HELP

Program/Year Selection

Program

DIRECT LOAN

Award Year

'07-'08

Printer Friendly

Cash Activity Summary

Net Draws \$13,651,000.00

Cash > Accepted & Posted Disbursements & older than 30 days \$0.00

	Totals	07/19/2007	07/18/2007
Date of Transaction		10:34:09 AM	10:31:28 AM
Time		07/19/2007	07/18/2007
GAPS Debit Date			
Drawdowns/Payments	\$13,196,000.00	\$165,000.00	\$215,000.00
Drawdown Adjustments	\$455,000.00		
Refunds of Cash	\$0.00		
Returns of Cash	\$0.00		
Drawdown Offsets	\$0.00		
Days Since Net Draws Increase		0	1
Days Left For On-time Reporting		030	029
Payment Control Number		2007071817581	200707171
Accepted & Posted Disbursements Applied	\$12,492,494.00	\$0.00	\$0.00
% of Accepted & Posted Disb. Applied to Net Draws	91.5%		
Cash > Accepted & Posted Disbursements	\$1,158,506.00		
% of Cash > Accepted & Posted Disbursements	8.49%		
Source System		GAPS	GAPS

Amounts in parentheses decrease net draws



School: Balance confirmation

CDD Online - Microsoft Internet Explorer

File Edit View Favorites Tools Help



U.S. DEPARTMENT OF EDUCATION
COMMON ORIGATION & DISBURSEMENT



Person **School** Batch Award Services User Program

► School Search

▼ School Information

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School Balance Confirmation

? HELP

Program

DIRECT LOAN

Award Year

'05-'06

The main purpose of this screen is to allow you to submit your confirmation and to enter the School Ending Cash Balance and the End Date of the School Balance.

Current Program Year Close Data

Today's Date	07/19/2007
Net Drawdowns/Payments	\$145,296,809.00
Total Net Booked Disbursements	\$145,296,809.00
Current Ending Cash Balance	\$0.00
Total Net Unbooked Disbursements	\$0.00
Latest Award End Date	06/30/2006

Days past the Latest Reported Award End Date: 384

Balance Confirmation Form

Date	
School Name	
Name of School Official	
Telephone Number	
E-Mail Address	
Last SAS Ending Cash Balance	\$0.00
Last SAS Date	06/29/2007
School Ending Cash Balance	\$0.00
End Date of School Balance	

I am certifying that my school's internal cash balance is \$0 for the Award Year referenced above. This is in agreement with the Department's official ending cash balance reflected in my school's most recent SAS report. My school has no outstanding issues for this program year. I understand that by submitting this request I authorize the Department of Education to take the following actions for the

School: Correspondence



02:39:27							
Program Year Closeout Letter							
Request Date/Time	Award Year	Requested By	Status	Number of Reprints	Last Reprint Date/Time	Re-Request	View
01/26/2007 01:22:46	'05-'06	DLCLOSE	PRNT	0		<input type="checkbox"/>	<input type="radio"/>
01/26/2007 01:22:45	'05-'06	DLCLOSE	PRNT	0		<input type="checkbox"/>	<input type="radio"/>
03/03/2006 01:40:39	'04-'05	DLCLOSE	PRNT	0		<input type="checkbox"/>	<input type="radio"/>
03/03/2006 01:40:36	'04-'05	DLCLOSE	PRNT	0		<input type="checkbox"/>	<input type="radio"/>
03/18/2005 02:08:23	'03-'04	DLCLOSE	PRNT	0		<input type="checkbox"/>	<input type="radio"/>
03/18/2005 02:08:17	'03-'04	DLCLOSE	PRNT	0		<input type="checkbox"/>	<input type="radio"/>
12/16/2004 02:03:49	'02-'03	DLCLOSE	PRNT	0		<input type="checkbox"/>	<input type="radio"/>
12/16/2004 02:03:48	'02-'03	DLCLOSE	PRNT	0		<input type="checkbox"/>	<input type="radio"/>
Remaining Balance Confirmation Letter							
Request Date/Time	Award Year	Requested By	Status	Number of Reprints	Last Reprint Date/Time	Re-Request	View
12/12/2006 01:33:26	'05-'06	DLCLOSE	PRNT	0		<input type="checkbox"/>	<input type="radio"/>
10/13/2006 01:21:05	'05-'06	DLCLOSE	PRNT	0		<input type="checkbox"/>	<input type="radio"/>
08/14/2006 04:51:14	'05-'06	DLCLOSE	PRNT	0		<input type="checkbox"/>	<input type="radio"/>
Reopen Extended Processing DL Closeout Letter							
Request Date/Time	Award Year	Requested By	Status	Number of Reprints	Last Reprint Date/Time	Re-Request	View
10/01/2004 03:00:07	'02-'03	DLCLOSE	PRNT	0		<input type="checkbox"/>	<input type="radio"/>
10/01/2004 03:00:06	'02-'03	DLCLOSE	PRNT	0		<input type="checkbox"/>	<input type="radio"/>

[REQUEST AGAIN](#)
[VIEW LETTER](#)


School: Report selection



U.S. DEPARTMENT OF EDUCATION
COMMON ORIGATION & DISBURSEMENT



Person

School

Batch

Award

Services

User

► **School Search**

▼ **School Information**

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- Request Post Deadline
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- Correspondence
- Report Selection

Report Selection

? **HELP**

DENISON UNIVERSITY

Report Selection

Program	Direct Loan	Award Year
		'07-'08

Award Year Specific Reports

30 Day Warning:	Preformatted
Funded Disbursement List	Preformatted
Pending Disbursement List	Preformatted
SAS	Modify SAS Options

Non-Award Year Specific Reports

Duplicate Student Borrower	Preformatted
Inactive Loans	Preformatted
SSN/Name/Date of Birth Change	Preformatted
MPN Discharge	Fixed Length
Expired MPN	Fixed Length
MPNs Due to Expire	Fixed Length

SUBMIT

School: SAS options



Person	School	Batch	Award	Services	User
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► **School Search**

▼ **School Information**

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- Processing
- Correspondence
- Report Selection

SAS Options

?

Award Year '07-'08

SAS Options

Report Format Fixed Length

Include Names of Borrowers No

Report Activity Type Both

Regardless of your choice (Monthly, Year-to-Date, or Both), you will receive Year-to-Date and Monthly Cash Summaries.

You will receive Monthly Cash Detail if you choose Monthly activity and Year-to-Date Cash Detail if you choose Year-to-Date.

You will receive both the Monthly and Year-to-Date Cash Detail if you select Both as your option.

Sections of SAS to Receive

Summary by Loan Type Yes

If chosen, you will receive Monthly and Year-to-Date.

	Monthly	Year-to-Date
Disbursement Detail	No	Yes
Loan Level (optional)	N/A	No

Loan Level is only available for Year-to-Date.

UPDATE



Direct Loan Tools

- View/Print the SAS in a readable format
- Compare School and COD origination and disbursement data
- Record and Monitor Cash
- Rebuild an EDExpress Database

YTD Cash Summary



Report Date: 08/30/2007 U.S. DEPARTMENT OF EDUCATION PAGE: 1
Report Time: 10:11:26 DIRECT LOAN TOOLS - 2007-2008

SAS Year-To-Date Cash Summary (DSDF080P)

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

End Date: 07/31/2007

School Code: G99999

Region Code: 08

State Code: WY

Beginning Cash Balance:		\$0
Cash Receipts:	\$198,262	
Refunds of Cash:	\$2,805	
Net Drawdowns/Payments:		\$195,457

Booked Disbursements:	\$190,998	
Booked Adjustments:	-\$2,805	
Total Net Booked Disbursements:		\$188,193

Ending Cash Balance:		\$7,264
----------------------	--	---------

Unbooked Disbursements:	\$6,108	
Unbooked Adjustments:	\$0	
Total Net Unbooked Disbursements:		\$6,108

Cash > Accepted and Posted Disbursements:		\$1,156
---	--	---------

Sample Cash Detail



Report Date: 08/30/2007 U.S. DEPARTMENT OF EDUCATION
Report Time: 10:40:18 DIRECT LOAN TOOLS - 2007-2008
SAS Cash Detail

PAGE: 1

Sort by: Trans Type

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

Date Range: Trans Type: All

School Code: G99999

End Date: 07/31/2007

Trans Type	Trans Date	Trans Amount	COD Process Date	GAPS Control/Check Number
Receipt	07/11/2007	\$6,542	08/04/2007	2007071011111
Receipt	07/12/2007	\$6,766	08/04/2007	2007071022222
Receipt	07/18/2007	\$1,486	08/04/2007	2007071633333
Receipt	07/19/2007	\$2,805	08/04/2007	2007071844444
Receipt	07/19/2007	\$84,678	08/04/2007	2007071755555
Receipt	07/23/2007	\$27,701	08/04/2007	2007071966666
Receipt	07/24/2007	\$48,396	08/04/2007	2007072377777
Receipt	07/25/2007	\$3,880	08/04/2007	2007072388888
Receipt	07/26/2007	\$2,476	08/04/2007	2007072599999
Receipt	07/26/2007	\$10,727	08/04/2007	2007072500000
Receipt	07/27/2007	\$2,805	08/04/2007	2007072511111
Refund	07/25/2007	\$2,805	08/04/2007	

Total Cash Receipt Records: 11
Total Refunds of Cash Records: 1
Total SAS Cash Detail Records: 12

Total Cash Receipt Amount: \$198,262
Total Refunds of Cash Amount: \$2,805

YTD Disbursement Summary



Report Date: 08/30/2007 U.S. DEPARTMENT OF EDUCATION PAGE: 3

Report Time: 10:11:27 DIRECT LOAN TOOLS - 2007-2008

SAS Year-To-Date Disbursement Summary (DSDF08OP)

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

End Date: 07/31/2007

School Code: G99999

Region Code: 08

State Code: WY

	Subsidized	Unsubsidized	PLUS
	-----	-----	-----
Booked Gross	\$81,616	\$55,416	\$53,833
Booked Fee	\$2,011	\$1,368	\$2,153
Booked Interest Rebate	\$1,224	\$828	\$808
Booked Net	\$80,829	\$54,876	\$52,488
Unbooked Gross	\$3,501	\$2,666	\$0
Unbooked Fee	\$87	\$66	\$0
Unbooked Interest Rebate	\$54	\$40	\$0
Unbooked Net	\$3,468	\$2,640	\$0

All Loans

Booked Gross	\$190,865
Booked Fee	\$5,532
Booked Interest Rebate	\$2,860
Booked Net	\$188,193

Unbooked Gross	\$6,167
Unbooked Fee	\$153
Unbooked Interest Rebate	\$94
Unbooked Net	\$6,108

SAS Loan and Disbursement Detail

Report Date: 08/30/2007 U.S. DEPARTMENT OF EDUCATION PAGE: 1
 Report Time: 10:18:14 DIRECT LOAN TOOLS - 2007-2008
 SAS Loan and Disbursement Detail

Sort by: Loan ID

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

Date Range:

School Code: G99999

Booked Status: Booked and Unbooked

End Date: 07/31/2007

Loan Type: All

Student's Name

PLUS Borrower's Name

Loan ID

Record
Type

Gross
Amount

Fee
Amount

Int Rebate
Amount

Net
Amount

-----	-----	-----	-----	-----	-----	-----
Disb #	Seq #	Type	Disb Date	Gross Amount	Net Amount	
-----	-----	-----	-----	-----	-----	-----
112345678S08G99999001		Booked		\$1,167	\$29	\$18
1	1	D	07/13/2007			\$1,156
						\$1,167
122345678S08G99999001		Booked		\$1,000	\$24	\$15
1	1	D	07/19/2007			\$333
2	1	D	07/19/2007			\$333
3	1	D	07/19/2007			\$334
						\$991
123456553U08G99999001		Booked		\$1,167	\$29	\$18
1	1	D	07/19/2007			\$1,167
123456553U08G99999002		Booked		\$333	\$8	\$5
1	1	D	07/19/2007			\$333
						\$330



Locating Direct Loan Information on <http://IFAP.ed.gov>

- Tools for Schools
 - COD CBT
 - EDExpress WBT
 - Direct Loan/COD Listserve
- Letters and Bulletins
 - Direct Loan Bulletins



Locating Direct Loan Information on <http://IFAP.ed.gov>

- Publications
 - COD technical reference
 - Blue Book
- Laws and Regulations
 - Code of Federal Regulations (CFR 685)
- Links
 - Direct Loan web site
 - ordering publications



Direct Loan Assistance

- COD customer service
 - 1.800.848.0978
 - Codsupport@acs-inc.com
- Direct Loan Operations
 - Dlops@ed.gov